

GAO

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SUPPLEMENT

Catalog of Microcomputer Courses, 1988



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MICROCOMPUTER COURSES IN GAO

PREFACE

Welcome to the Microcomputer Course Supplement to the Catalog of Human Resource Development Activities, 1988. This supplement is separate from the annual catalog because the changing nature of computer software necessitates more frequent updates.

Training courses are grouped by software package. For each package, the introductory, or refresher, course is listed first, followed by intermediate courses, then advanced. This design enables you to take those courses in a software application best suited to your level of competence or job requirements.

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INTRODUCTORY COURSE

INTRODUCTION TO MICROCOMPUTERS (BDOS)

MICROCOMPUTER COURSES

INTRODUCTION TO MICROCOMPUTERS (BDOS)

Description

This course introduces and reinforces the basic skills required to understand the PC environment and the Disk Operating System (DOS). You will learn what a PC consists of, computer terminology and concepts of personal computing, the difference between hardware and software, the purpose of the disk operating system and how it operates, the structure of the DOS command language, how to issue DOS commands to view directories, format floppy disks, copy files and disks, delete files, and use a customized system menu. You will be given ample opportunity for hands-on application of these skills.

Length: 1/2 day

Prerequisites

None

Who Should Attend

The new microcomputer user, who has had little or no experience with PCs.

Job Code: 993355

CEUs: N/A

LOTUS 1-2-3

INTRODUCTION TO LOTUS 1-2-3 (BL)

BASIC LOTUS 1-2-3 REFRESHER (BLR)

LOTUS GRAPHICS (ILG)

LOTUS PRINTING (ILP)

LOTUS DATABASE MANAGEMENT (ILDB)

LOTUS DATA TABLES (ALDT)

LOTUS DESIGN AND METHODOLOGY (ALDM)

LOTUS MACROS 1 (ALM1)

MICROCOMPUTER COURSES

INTRODUCTION TO LOTUS 1-2-3 (BL)

Description

You will learn how to create a simple spreadsheet by entering labels, values, and formulas; save a spreadsheet; print a spreadsheet; change the format of values to display dollar signs and commas; copy and replicate formulas; use the Command Menu, and see how you can apply Lotus to your work. You will be given ample opportunity for hands-on application of these skills.

Length: 2 days

Prerequisites

Introduction to Microcomputers (BDOS) or experience in operating the PC and with PC/MS DOS. The course presupposes that you have some keyboard familiarity.

Who Should Attend

The novice microcomputer user who needs to produce schedules and other spreadsheets using Lotus 1-2-3 on a microcomputer.

Job Code: 993355

CEUs: N/A

BASIC LOTUS 1-2-3 REFRESHER (BLR)

Description

You will review creating and saving spreadsheets, constructing simple formulas to perform calculations, printing a spreadsheet, using the Copy Command to replicate formulas, and utilizing the / command menu.

Length: 1 day

Prerequisites

Introduction to Lotus 1-2-3 (BL) or minimal experience in using Lotus. The course presupposes that you have some keyboard familiarity.

Who Should Attend

Staff previously exposed to the basic features and functions of Lotus 1-2-3 but who have had minimal actual experience with using 1-2-3.

Job Code: 993355

CEUs: N/A

MICROCOMPUTER COURSES

LOTUS GRAPHICS (ILG)

<i>Description</i>	This course teaches experienced users the techniques to effectively create pie charts, line charts, and bar charts from a Lotus 1-2-3 spreadsheet. You will learn useful guidelines and objectives for designing effective graphs, creating graphs using the / graph commands, creating simple graphs using @IF statements, and using the printgraph utility to print graphs. Length: 1/2 day
<i>Prerequisites</i>	Introduction to Lotus 1-2-3 (BL) or experience in using the basic Lotus features (including Range Names).
<i>Who Should Attend</i>	An intermediate level course for the experienced 1-2-3 user who has a need to produce graphs using Lotus 1-2-3. Job Code: 993355 CEUs: N/A

LOTUS PRINTING (ILP)

<i>Description</i>	This course teaches experienced users the basic and advanced print functions available in Lotus 1-2-3. You will learn the printer operation of the Epson FX-185, the Lotus printer installation procedures, print options, printing non-adjacent cell ranges, printing a spreadsheet with cell formulas, how to obtain special printing effects using printer control codes, and creating ASCII print files. Length: 1/2 day
<i>Prerequisites</i>	Introduction to Lotus 1-2-3 (BL) or experience in using basic Lotus features and functions.
<i>Who Should Attend</i>	An intermediate course for the experienced 1-2-3 user. Job Code: 993355 CEUs: N/A

MICROCOMPUTER COURSES

LOTUS DATABASE MANAGEMENT (ILDB)

Description This course teaches experienced users the techniques of Lotus 1-2-3 database management. You will learn basic database management concepts, how to establish a database in a spreadsheet, use the 1-2-3 data commands to sort and locate data based on user supplied criterion, identify the criterion and output ranges, query the database and extracting data, create complex queries, use @IF statements, and get an overview of the Lotus database statistical functions.

Length: 1 day

Prerequisites Introduction to Lotus 1-2-3 (BL) or experience in using basic Lotus features and functions.

Who Should Attend An intermediate level course for the experienced 1-2-3 user.

Job Code: 993355

CEUs: N/A

LOTUS DATA TABLES (ALDT)

Description This course teaches experienced users the techniques to create data tables in Lotus 1-2-3 for repetitive calculations based on one or two variables. You will learn basic concepts of the data table feature, creating data tables, determining the elements of the table, and setting the table range. You are encouraged to bring sample applications to class for the optional afternoon workshop.

Length: 1/2 day formal instruction
1/2 day optional workshop

Prerequisites Introduction to Lotus 1-2-3 (BL) and actual job experience in using basic and intermediate Lotus features and functions.

Who Should Attend An advanced level course for the experienced 1-2-3 user.

Job Code: 993355

CEUs: N/A

MICROCOMPUTER COURSES

LOTUS DESIGN AND METHODOLOGY (ALDM)

Description This course is specifically for GAO evaluators experienced in the basic functions of Lotus. Using a case study, you will learn how to use the power of 1-2-3 to design sophisticated spreadsheets. The analytical tools in 1-2-3 will be reviewed and applied to answer specific questions posed within the case study. Emphasis will be on choosing the right Lotus tool(s) to answer each of the questions evaluators need to address when doing an audit.

Length: 1 day

Prerequisites Introduction to Lotus 1-2-3 (BL) and experience using 1-2-3.

Who Should Attend GAO evaluators who have completed the Introduction to Lotus 1-2-3 and have experience using 1-2-3.

Job Code: 993355 CEUs: N/A

LOTUS MACROS 1 (ALM1)

Description This course teaches experienced users the techniques required to effectively create and use macros to perform repetitive functions. You will learn basic macro concepts and their practical applications, the Lotus 1-2-3 macro language, planning, creating, documenting, and debugging a macro, and creating custom macro menus.

Length: 1 day

Prerequisites Introduction to Lotus 1-2-3 (BL) and actual job experience in using basic and intermediate Lotus features and functions.

Who Should Attend An advanced level course for the experienced 1-2-3 user.

Job Code: 993355 CEUs: N/A

DBASE

INTRODUCTION TO DBASE III (BDB3)

DBASE III REFRESHER (BDBR)

DBASE III REPORTS (DBR)

DBASE III SHORTCUTS (DBS)

DBASE DESIGN AND METHODOLOGY (DBDM)

DBASE III PROGRAMMING - 1 (DBP1)

DBASE III PROGRAMMING - 2 (DBP2)

MICROCOMPUTER COURSES

INTRODUCTION TO DBASE III (BDB3)

<i>Description</i>	You will learn how to plan, create and edit a database and its structure, query a database for specific information, use the basic date and math functions of dBase, and create, run, and print reports. You will be given ample opportunity for hands-on application of these skills.	
	Length: 2 days	
<i>Prerequisites</i>	Introduction to Microcomputers or experience in operating the PC with PC/MS DOS. The course presupposes that you have some keyboard familiarity.	
<i>Who Should Attend</i>	Novice users who need to organize and manipulate job related information using dBASE III.	
	Job Code: 993355	CEUs: N/A

DBASE III REFRESHER (BDBR)

<i>Description</i>	You will review the basic fundamentals of dBase at an accelerated pace. Review topics include planning and creating a simple database, searching a database for specific information, organizing a database, and creating and running reports. The afternoon session is an optional workshop designed to allow you to design your own database applications. You are requested to bring sample applications to class.	
	Length: 1/2 day formal instruction 1/2 day optional workshop	
<i>Prerequisites</i>	Introduction to dBase III (BDB3) or minimal experience in using dBase III. The course presupposes that you have some keyboard familiarity.	
<i>Who Should Attend</i>	Staff previously exposed to the basic features and functions of dBase III but who have had minimal actual experience with using dBase III.	
	Job Code: 993355	CEUs: N/A

MICROCOMPUTER COURSES

DBASE III REPORTS (DBR)

Description

You will learn how to plan a report form, generate reports with grouping, use expressions in columns, and how to calculate columns in reports.

Length: 1/2 day

Prerequisites

Introduction to dBase III (BDB3) or experience in using the basic features of dBase III.

Who Should Attend

Experienced users of dBase III who will to expand their basic knowledge of dBase reports to generate more extensive reports.

Job Code: 993355 CEUs:

DBASE III SHORTCUTS (DBS)

Description

You will learn how to alter Function Key Definitions, use SET commands, establish memory variables, create simple Command Files, and understand Advanced Indexing concepts and how these functions can enhance usage of dBase.

Length: 1 day

Prerequisites

Introduction to dBase III (BDB3) and experience in using the basic features of dBase III.

Who Should Attend

Experienced users of dBase III who want to learn additional ways to simplify their information management tasks when using dBase III.

Job Code: 993355 CEUs: N/A

MICROCOMPUTER COURSES

DBASE DESIGN AND METHODOLOGY (DBDM)

<i>Description</i>	Using a case study, you will learn how to plan and design sophisticated databases, define problems and objectives, management guidelines, design a solution to create a working analytical model, design reports to illustrate the analysis, and use advanced dBase features to process the information.
	Length: 1 day
<i>Prerequisites</i>	Introduction to dBase III (BDB3) or experience using dBase III.
<i>Who Should Attend</i>	Evaluators who are experienced users of dBase III who have completed the Introduction to dBase III course or have experience using dBase III.
	Job Code: 993355 CEUs: N/A

DBASE III PROGRAMMING - 1 (DBP1)

<i>Description</i>	If you need to develop simple programs to automate repetitive and time consuming tasks, you should take this course. You will learn how to use memory variables and the screen generator to create simple command files; how to plan, develop, and run simple programs; and how loops and decision making statements are used to increase program flexibility and speed.
	Length: 1 day
<i>Prerequisites</i>	Introduction to dBase III (BDB3) and experience in using dBase III. You are encouraged to take dBase III Shortcuts (DBS) before taking dBase Programming - 1.
<i>Who Should Attend</i>	Experienced users of dBase III.
	Job Code: 993355 CEUs: N/A

DBASE III PROGRAMMING - 2 (DBP2)

Description

This course builds upon the basic dBase programming concepts introduced in the dBase Programming 1 course. You will review the dBase programming concepts introduced in Programming 1 and learn how to create complex programs, write documentation techniques and debugging commands, and how to use the Applications Generator to create menus.

Length: 1 day

Prerequisites

dBase III Programming - 1 (DBP1) and actual programming experience with dBase III. You are encouraged to allow a review period of 6-8 weeks before taking Programming - 2.

Who Should Attend

Experienced users of dBase III who have completed the dBase III Programming - 1 course or have basic programming experience using dBase III.

Job Code: 993355

CEUs: N/A

WORDPERFECT

***INTRODUCTION TO WORDPERFECT FOR
EVALUATORS (BEWP)***

***INTRODUCTION TO WORDPERFECT FOR
SUPPORT STAFF (BSWP)***

WORDPERFECT REFRESHER (BWPR)

***MOVING DATA INTO AND OUT OF
WORDPERFECT (IWP1)***

HELPFUL HINTS IN WORDPERFECT (IWP2)

WORDPERFECT FORM LETTERS (AWP1)

WORDPERFECT SORT FEATURES (AWP2)

MICROCOMPUTER COURSES

INTRODUCTION TO WORDPERFECT FOR EVALUATORS (BEWP)

Description

This course is designed to introduce and reinforce the basic features and functions of WordPerfect. You will learn how to effectively use WordPerfect to create, edit and print documents. Topics presented include: saving and retrieving documents, understanding WordPerfect's use of hidden codes, manipulating blocks of text, automatically checking spelling, setting margins, tabs, line spacing, and page length, typing tables, creating and editing footnotes, using the HELP key to get on-line HELP, and, using the WordPerfect Manual.

Length: 2 days

Prerequisites

Introduction to Microcomputers (BDOS) or experience in operating the PC and with PC/MS DOS. The course presupposes that you have some typing ability.

Who Should Attend

An introductory level course for novice microcomputer users who need to produce and revise documents using WordPerfect.

Job Code: 993355

CEUs: N/A

MICROCOMPUTER COURSES

INTRODUCTION TO WORDPERFECT FOR SUPPORT STAFF (BSWP)

Description

This course introduces and reinforces the basic features and of WordPerfect. You will learn what makes up a PC, computer terminology and concepts of personal computing, how to use DOS commands to manage files, how to use GAO's standard workstation menu, and how to effectively use WordPerfect to create, edit and print documents. Topics presented include: saving and retrieving documents, understanding WordPerfect's use of hidden codes, manipulating blocks of text, automatically checking spelling, setting margins, tabs, line spacing, and page length, typing tables, creating and editing footnotes, storing repetitive keystrokes as macros, using WordPerfect's automatic outline feature, using the HELP key to get on-line HELP, and, using the WordPerfect Manual.

Length: 3 days

Prerequisites

Introduction to Microcomputers (BDOS) or experience in operating the PC and with PC/MS DOS. The course presupposes that you have some typing ability.

Who Should Attend

An introductory level course for support staff personnel who have a need to produce and revise documents using WordPerfect on a microcomputer.

Job Code: 993355

CEUs: N/A

MICROCOMPUTER COURSES

WORDPERFECT REFRESHER (BWPR)

Description

You will review how to effectively use WordPerfect to create, edit and print documents. Topics such as hidden codes, block functions, spelling verification, formatting functions, margins, tabs, line spacing, and page length are covered. In addition, you will review how to type a table, how to use the on-line HELP feature, and how to locate information in the WordPerfect Manual

Length: 1 day

Prerequisites

Introduction to WordPerfect (BEWP or BSWP) or minimal experience in using WordPerfect. The course presupposes that you have some basic keyboard familiarity.

Who Should Attend

Staff previously exposed to the basic features and functions of WordPerfect but who have had minimal experience in using WordPerfect.

Job Code: 993355

CEUs: N/A

MOVING DATA INTO AND OUT OF WORDPERFECT (IWP1)

Description

This course teaches the experienced user how to move data between WordPerfect and other programs. Concepts taught will include ASCII format and basic file structures of WordPerfect and other software. You will learn the Text In and Text Out functions to import and export data and how to clean up data for import or export. The course will also cover importing dBase III files with WordPerfect's Convert program, for example, importing an address list so it can be merged with a WordPerfect form letter.

Length: 1/2 day

Prerequisites

Introduction to WordPerfect (BEWP or BSWP) or equivalent experience in using WordPerfect.

Who Should Attend

Staff experienced in using the basic features of WordPerfect who have a need to export WordPerfect data into other programs and to import data from other programs into WordPerfect. Knowledge of Lotus and dBase is not required.

Job Code: 993355

CEUs: N/A

MICROCOMPUTER COURSES

HELPFUL HINTS IN WORDPERFECT (IWP2)

<i>Description</i>	You will learn advanced cursor movement and blocking techniques, how to speed up editing using search and replace, how to set margins and tabs, how to create and use templates for forms and repetitive text, and how to create and use simple macros.	
	Length: 1/2 day	
<i>Prerequisites</i>	Introduction to WordPerfect (BEWP or BSWP) or experience in using WordPerfect.	
<i>Who Should Attend</i>	Staff experienced in using the basic features of WordPerfect who wish to learn more advanced techniques to simplify their work and increase productivity while using the program.	
	Job Code: 993355	CEUs: N/A

WORDPERFECT FORM LETTERS (AWP1)

<i>Description</i>	This course teaches experienced users the techniques to produce customized letters from a mailing list through WordPerfect's merge capabilities. You will learn how to create and edit a form letter and a mailing list, output the merged documents to the screen and printer, create a form using Keyboard Merge, and print labels and envelopes from the mailing list.	
	Length: 1/2 day	
<i>Prerequisites</i>	Introduction to WordPerfect (BEWP or BSWP) and experience in using WordPerfect.	
<i>Who Should Attend</i>	Staff experienced in using the basic features of WordPerfect who need to produce mass mailings.	
	Job Code: 993355	CEUs: N/A

MICROCOMPUTER COURSES

WORDPERFECT SORT FEATURES (AWP2)

Description

This course introduces experienced users to the Sort features and functions of WordPerfect. You will learn basic sorting concepts, how to rearrange lists in alphabetical order, sorting lines, paragraphs, and Merge Records, and how to define fields to sort data on.

Length: 1/2 day

Prerequisites

Introduction to WordPerfect (BEWP or BSWP) and WordPerfect Merge Letters (AWP1) or equivalent experience in using WordPerfect and the Merge Letters feature.

Who Should Attend

Staff experienced in using the basic and Form Letter features of WordPerfect.

Job Code: 993355

CEUs: N/A

CROSSTALK

INTRODUCTION TO CROSSTALK XVI (BXTK)

MICROCOMPUTER COURSES

INTRODUCTION TO CROSSTALK XVI (BXTK)

Description

You will learn telecommunication concepts, overview ASCII print files, how to transmit and receive files to/from other PCs and mainframes, and how to create command files and script files using Crosstalk.

Length: 1 day

Prerequisites

Introduction to Microcomputers (BDOS or EXEC) or experience in operating the PC and with PC/MS DOS. Basic familiarity with at least one PC application package is desirable. The course presupposes that all you have some keyboard familiarity.

Who Should Attend

Novice users who need to use a microcomputer and Crosstalk communications software to send/receive files to/from other microcomputers or to access other computers.

Job Code: 993355

CEUs: N/A

MICROCOMPUTERS FOR EXECUTIVES

***INTRODUCTION TO MICROCOMPUTERS FOR
EXECUTIVES (EXEC)***

MICROCOMPUTER COURSES

INTRODUCTION TO MICROCOMPUTERS FOR EXECUTIVES (EXEC)

Description

This course introduces managerial and executive level personnel to the skills required to understand the PC environment. You will learn what a PC consists of, computer terminology, the difference between hardware and software, the purpose of the disk operating system and how it operates, and the structure of the DOS command language. You will also address the differences between the variety of software supported by GAO, the skills required to effectively use these packages, and the considerations required in determining what application area should be implemented to automate specific tasks. You will be given an opportunity to have hands-on exposure to Lotus 1-2-3, dBase III and WordPerfect and will participate in a question-answer seminar that addresses the effect of microcomputers in today's office environment.

Length: 2 days

Prerequisites

None.

Who Should Attend

Managerial and executive level staff who have had little or no experience with PCs.

Job Code: 993355

CEUs: N/A

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